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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

## भाग III—खण्ड 3

## (PART III—SECTION 3)

लघु प्रशासनों से सम्बन्धित अधिसूचनाएं

## Notifications relating to Minor Administrations

UNION TERRORY OF DADRA AND NAGAR HAVELI

ADMINISTRATION OF DADRA AND NAGAR HAVELI

Silvassa, the 1st December 1976

## NOTIFICATIONS

No. ADM/LAW/961(31)/76.—The following draft rules which the Administrator, Dadra and Nagar Haveli proposes to make in exercise of the powers conferred by sub-section (1) of section 28 of the Maternity Benefit Act, 1961 (No. 53 of 1961) are published as required by the said sub-section (1) of section 28 for the information of all persons likely to be affected thereby the notice is hereby given that said draft rules will be taken into consideration after one month from the date of publication in the Government of India gazette.

Any objections or suggestions which may be received from any person with respect to the said draft rules within the period specified will be taken into consideration by the Administrator, Dadra and Nagar Haveli, Silvassa.

*Draft Rules.*

No. ADM/LAW/961(31)/76.—In exercise of the powers conferred by sub-section (1) of section 28 of the Maternity Benefit Act, 1961 (No. 53 of 1961), the Administrator, Dadra and Nagar Haveli hereby makes the following rules, namely :—

1. Short title and commencement :—These rules may be called the Dadra and Nagar Haveli Maternity Benefit rules, 1976.

2. Definition :—In these rules unless the context otherwise requires,

1—388GI/76

(a) "the Act" means the Maternity Benefit Act, 1961 (No. 53 of 1961).

(b) "Muster Roll" means a muster roll maintained under rule 3.

(c) "Competent Authority" means the Chief Inspector of Factories, Dadra and Nagar Haveli.

(d) "Form" means a form appended to these rules.

(e) "Registered Medical Practitioner" means a medical practitioner whose name has been enrolled in a register maintained under any law for the time being in force regulating the registration of practitioners of medicine.

(f) "Section" means a section of the Act.

(g) All other words and expressions used hereinafter but not defined herein shall have the same meaning as respectively assigned to them in the Act.

3. Muster Roll : (1) The employer of every establishment in which women are employed shall prepare and maintain a muster roll in form 'A' and shall enter therein particulars of all women workers in the establishment.

(2) All entries in the muster roll shall be made in ink and maintained up-to-date and the muster roll shall always be available for inspection by the Inspector during working hours.

(3) The employer may enter in the muster roll such other particulars as may be required for any other purpose of the Act.

4. Form of notice under section 6 :—The written notice referred to in section 6 shall be in form 'B'.

5. Proof : (1) The fact that a woman is pregnant or has been delivered of a child or has undergone miscarriage or is suffering from illness arising out by pregnancy, delivery, premature birth of child or miscarriage shall be proved by the production of certificate in form 'C' to that effect—

(a) from a Medical Officer attached to any Government Hospital or dispensary.

(b) from a Medical Officer attached to the hospital or dispensary of the establishment, or;

(c) from any Registered Medical Practitioner.

(2) The fact that a woman has been confined may also be proved by the production of a certified extract from a birth register maintained under the provisions of any law for the time being in force or a certificate signed by a qualified mid-wife.

(3) The fact that a woman has undergone miscarriage may also be proved by the production of a certificate signed by a qualified mid-wife.

(4) The fact of a death of a woman or a child may be proved by the production of a certificate to that effect in Form 'D' from any of the authorities referred to in sub-rule (1) or by the production of a certified extract from a death register maintained under the provisions of any law for the time being in force.

(5) For the purpose of sub-rules (2) and (3), the qualifications to be possessed by a mid-wife shall be as deemed to be qualified mid-wife, if she has passed the examination conducted by the Gujarat Nursing Council for a fully qualified nurse, or possesses equivalent qualification from any other recognised institution.

6. Method and time of payment :—Payment of maternity benefit and any other amount due under the Act shall be made by the employer to the woman concerned or the person nominated by her in the notice in Form 'B' or her legal representative as the case may be.

(2) Whenever the payment referred to in sub-rule (1) is made, a receipt shall be obtained by the employer in Form 'F' from the person to whom the payment is made.

(3) The medical bonus shall be paid along with the second instalment of the maternity benefit.

(4) The payment under section 7 shall be made within two months of the death of the woman.

(5) The wages due under section 9 shall be paid immediately after production of the certificate in Form 'C' or Form 'E' as the case may be.

(6) The wages due under section 10 shall be paid within 48 hours of the expiry of the period of leave referred to in that section.

7. Break for nursing child :—Each of the two breaks mentioned in section 11 shall be of 15 minutes duration :

Provided that in case the creche or the place where children are left by women while on duty is not in the vicinity of the place of work, a period upto 15 minutes more may be allowed for the purpose of journey to and fro.

8. Duties and powers of the competent Authority :—(1) The Competent Authority shall be responsible for the due administration of these rules throughout the Union Territory of Dadra and Nagar Haveli.

(2) Every Inspector shall discharge his duties within the local limits of his jurisdiction and shall act under the supervision and control of the Competent Authority.

(3) Every Inspector shall at each inspection of an establishment see :

(a) Whether the action has been taken on every notice given under section 6;

(b) whether the muster roll prescribed under rule 3 is correctly maintained;

(c) whether there have been any cases of discharge or dismissal or notices of discharge or dismissal in contravention of section 12 since the last inspection;

(d) whether the provision of sub-section (1) of section 4, sub-sections (5) and (6) of section 6, and section 8, 9, 10, 13 and 19 have been complied with and whether amounts due have been paid within the time prescribed under these rules;

(e) whether there have been any cases of deprival of maternity benefit or medical bonus in contravention of sub-section (2) of section 12, and

(f) how far the irregularities pointed out at previous inspections have been remedied and how far orders previously issued have been complied with.

(4) An Inspector may issue order in writing to the employer asking for the correction of all irregularities against the Act or these rules noticed by him.

(5) The Inspector shall keep a file of the records of his inspection and shall indicate in a diary the work done by him.

9. Acts which constitute gross misconduct :—The following acts shall constitute gross misconduct for purposes of section 12, namely :—

(a) wilful destruction of goods or property;

(b) assault;

(c) serious crime resulting in conviction in a court of law;

(d) theft, fraud or dishonesty in connection with the employer's business or property, and

(e) deliberate tampering with safety arrangements especially if done with intent to cause harm to the employer.

10. Appeal under section 12 :—(1) An appeal under clause (b) of sub-section (2) of section 12 shall be preferred to the Competent Authority in Form 'G' and it shall be written in Form 'G' and duly signed by the appellant.

(2) The appeal may be handed over personally, or sent under a registered cover to the Competent Authority.

(3) When an appeal is received, the Competent Authority shall furnish a copy of the appeal to the employer, call for his reply thereto and also ask him to produce documents connected with the issue of the appeal before fixed date. The Competent Authority may ascertain further details if necessary, from the employer as well as from the appellant. On considering the facts presented to it and ascertained by it the Competent Authority shall give its decision. In case the employer fails to submit his reply or produce the required documents within the specified period the Competent Authority may give its decision ex parte.

11. Complaint under section 17 :—(1) A complaint under sub-section (1) of section 17 shall be made in writing in form 'H' or 'I' as the case may be.

(2) When a complaint referred to in section 17 is received by an Inspector, he shall examine the relevant records maintained by the employer in this behalf, examine any person employed in that establishment and take down necessary statement for the purpose of the enquiry and if he is satisfied that the maternity benefit or the amount has been improperly withheld, he shall direct the employer to make the payment to the woman or to the person claiming the payment under section 7, as the case may be, immediately or within a specified period.

12. Appeal under section 17 :—(1) An appeal against the decision of an Inspector under sub-section (2) of section 17, shall lie to the Competent Authority.

(2) The appeal shall be written in Form 'J' and duly signed by the appellant and may be accompanied in writing to the Competent Authority within the prescribed period by other supporting documents.

(3) When an appeal is received the Competent Authority shall call upon the Inspector to produce before him, before a fixed date, a copy of his decision and other documents concerning the decision. The Competent Authority shall if necessary, also record the statements of the Appellant and the Inspector and seek any clarification if required.

(4) After taking into account the documents, the evidence produced before it and the facts presented to it or ascertained by it, the Competent Authority shall give its decision.

13. Supply of forms :—The employer shall supply to every woman employed by him at her request free of cost copies of Forms 'B', 'C', 'D', 'E', 'F', 'G', 'H' and 'T'.

14. Records :—Records kept under the provisions of the Act and these rules shall be preserved for a period of two years from the date of their preparation.

15. Record to be maintained by employer :—The employer of every establishment shall prepare and maintain every year records in Forms 'K', 'L', 'M' and 'N' giving information as to the particulars specified in respect of the preceding year.

#### FORM A

(See rule 3)

#### Muster Roll.

##### Name of the Establishment.

1. Serial Number :—
2. Name of woman and her father's (or, if married husband's) name :—
3. Date of appointment :—
4. Nature of work :—
5. Dates with month and year in which she is employed laid off and not employed :—
6. Date on which the woman gives notice under section 6.
7. Date of discharge/dismissal, if any :—
8. Date of production of proof of pregnancy under section 6.
9. Date of birth of child :—
10. Date of production of proof of delivery/miscarriage/death :—
11. Date of production of proof of illness referred to in section 10.
12. Date with the amount of maternity benefit paid in advance of expected delivery :—
13. Date with the amount of subsequent payment of maternity benefit :—
14. Date with the amount of bonus, if paid under section 8.
15. Date with the amount of wages paid on account of leave under section 9.
16. Date with the amount of wages paid on account of leave under section 10 and period of leave granted.
17. Name of the person nominated by the woman under section 6.
18. If the woman dies, the date of her death, the name of the person to whom maternity benefit and/or other amount was paid, the amount thereof, and the date of payment :—
19. If the woman dies and the child survives, the name of the person to whom the amount of maternity benefit was paid on behalf of the child and the period for which it was paid.
20. Signature of the employer of the establishment authenticating the entries in the muster roll.
21. Remarks column for the use of the Inspector.

#### FORM B

(See rule 4)

Notice under section 6 of the Maternity Benefit Act, 1961.  
(Name of Establishment).

I.....(Name of woman) wife/daughter of.....employed as.....(name of establishment) hereby give notice that I expect to be confined within six weeks next following from the date of this notice/have given birth to a child on.....(date) and shall be absent from work from.....(date). I shall not work in any establishment during the period for which I received maternity benefit.

2. For the purpose of section 7, I hereby nominate.....(here enter name and address of the nominee) to receive maternity benefit and/or any other amount due to me under the Act in case of my death.

Signature of an attestor in case

the woman is not able to sign and affixes thumb impression.

Signature or thumb  
Impression of woman.

Date.....

#### FORM C

[See rule 5(1)]

This is to certify that I examined.....wife/daughter of.....a woman employee in.....(name of establishment) on.....(date) and found cannot discover that she is pregnant and is expected to be delivered of a child within .....months and/days from the above mentioned date/has under gone miscarriage/has been delivered of a child on .....(date) or is suffering from.....(date) from illness arising out of pregnancy/delivery/premature birth of a child or miscarriage.

Date.....

Signature qualification and designation  
of Medical officer/Medical practitioner.

Definition of "child" and "miscarriage" as in the Maternity Benefit Act, 1961.

1. "child" includes a still-born child.
2. "Miscarriage" means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.

#### FORM D

[See rule 5(4)]

This is to certify that Smt.....wife/daughter of.....employed in.....(name of establishment) expired on.....before/during/after confinement. The child died on.....survives her.

Date.....

Signature, qualification and  
designation of Medical  
Officer/Medical Practitioner

## FORM E

(See rules 5(2) and 5(3))

This is to certify that I examined..... wife/daughter of..... a woman employee in..... (name of establishment) and found that she has been delivered of a child/has undergone miscarriage on..... (date).  
Date.....

Signature of qualified midwife

Definitions of "child" and "miscarriage" as in the Maternity Benefit Act, 1961 :

1. "Child" includes a still-born child.
2. "Miscarriage" means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.

## FORM F

(See rule 6)

## FORM OF RECEIPT OF MATERNITY BENEFIT

To ..... (name of establishment)  
I..... the undersigned, a woman employee/ the nominee of..... woman employee/ legal representative of woman employee deceased in..... (name of establishment at..... in..... district received maternity benefit/and/or other amount due under the Maternity Benefit/and/or other amount due under the Maternity Benefit Act, 1961 from the employer of the factory referred to above, as detailed below :

- Rs. being the first instalment of maternity benefit paid on.....
- Rs. being the second instalment of maternity benefit after delivery paid on.....
- Rs. being the medical bonus under section 8 of the Act paid on.....
- Rs. being the wages for the leave period from ..... to ..... mentioned under section 9 or 10.

My/Her confinement/miscarriage took place on..... or I/She fell ill because of pregnancy, delivery, premature birth of a child or miscarriage on..... in consequence I..... her/nominee, or her legal representative have received the aforesaid amounts prescribed in sections 5, 8, 9 and 10 of the Maternity Benefit Act, 1961.

Signature or thumb impression of the woman employee or her nominee or legal representative.

Signature of an attester in case the woman is not able to sign and affixes thumb impression.

Date.....

## FORM G

(See rule 10)

To

The Competent Authority,  
appointed under the Maternity Benefit Act, 1961.  
(Address).

Sir,

I..... the undersigned, woman employee of..... (name of establishment and full address) having been wrongly deprived by the employer of maternity benefit or medical bonus or both (strike out unnecessary portion) for the reasons attached hereto,

prefer this appeal under sub-section (2) of section 12 and request that the said employer be ordered to pay the above mentioned amount to me. A copy of the order of the employer in this behalf is enclosed.

Signature or thumb impression of the woman.

Signature of an Attester in case the women is not able to sign and affixes thumb impression.

Date.....

## FORM H

(See rule 11)

To

The Inspector,  
(Under the Maternity Benefit Act, 1961).

Sir,

I..... (name of woman) employed in..... (name and full address of establishment) having fulfilled the conditions laid down in the Maternity Benefit Act, 1961 and the rules thereunder am entitled to Rs..... being maternity benefit and/or Rs..... being the medical bonus and/or Rs..... being wages for leave due under section 9 or 10 but the same has been improperly withheld, by the employer. He may, therefore, be directed to pay the amount to me.

Signature or thumb impression of the woman.

Date.....

Full address.....

## FORM I

(See rule 11)

To

The Inspector,  
(Under the Maternity Benefit Act, 1961).

Sir,

I..... (name) a person nominated under section 6 by or a legal representative of..... (name of woman) employed in..... (name and full address of establishment) have to complain that the said woman having fulfilled the conditions laid down in the Maternity Benefit Act, 1961 and the rules thereunder is entitled to Rs..... being maternity benefit and/or Rs..... being the medical bonus and/or Rs..... being wages for leave due under section 9 or 10 but the same has been improperly withheld by the employer. He may, therefore, be directed to pay the amount to me.

Signature or thumb impression of the nominee-legal representative.

Dated.....

Full address.....

## FORM J

(See rule 12)

To

.....  
.....

Sir,

Shri..... Inspector, having directed under sub-section (2) of section 17 to pay the maternity benefit or other amount being..... (nature of amount) to which..... (name of woman) is said to be entitled, I prefer this appeal under sub-section (3)

of section 17. In view of the facts mentioned in the memorandum attached hereto and other documents filed herewith it is submitted that the woman is not entitled to the maternity benefit or the said amount hence the decision of the Inspector in this behalf, copy of which is enclosed, may be set aside.

Signature of aggrieved person

Dated.....

Full address.....

**FORM K**

(See rule 15)

Annual statement for the year ending on the 31st December, 1976.

1. Name of the establishment :

Mouza :

District :

State :

Nearest Railway Station :

3. Date of opening of the establishment :

4. Date of closing, if closed :

5. Postal address of establishment :

6. Name of employer :

Postal address of employer :

7. Name of managing agent, if any :

8. Postal address of managing agent :

Name of agent or representative of employer :

Postal address of representative of employer :

9. Name of Manager :

Postal address of Manager :

10. (a) Name of medical officer attached to the establishment.

(b) Qualification of medical officer attached to the establishment.

(c) Is he resident at the establishment ?

(d) If a part-time employee, how often does he pay visits to the establishment ?

11. (a) Is there any hospital at the establishment ?

(b) If so, how many beds are provided for woman employees ?

(c) Is there a lady doctor ?

(d) If so, what are her qualifications ?

(e) Is there a qualified midwife ?

(f) Has any creche been provided ?

Date.....

Signature of employer.

**FORM L**

(See rule 15)

Record relating to the employment, dismissal, payment of bonus, etc. of woman for the year ending on 31st December, 1976.

1. Establishment :

2. Aggregate number of woman permanently or temporarily employed during the year :

3. Number of women, who worked for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of delivery :
4. Number of women who gave notice under Section 6 :
5. Number of women who were granted permission to absent on receipt of notice of confinement :
6. Number of claims for maternity benefit paid :
7. Number of claims for maternity benefit rejected :
8. Number of cases where prenatal confinement and postnatal care was provided by the management free of charge (section 8).
9. Number of claims for medical bonus paid (section 8) :—
10. Number of claims for medical bonus rejected :
11. Number of cases in which leave for miscarriage was granted :
12. Number of cases in which leave for miscarriage was applied for but was rejected :
13. Number of cases in which additional leave for illness under section 10 was granted.
14. Number of cases in which additional leave for illness under section 10 was applied for but was rejected.
15. Number of women who died—
  - (a) before delivery :
  - (b) after delivery.
16. Number of cases in which payment was made to persons other than the woman concerned.
17. Number of woman discharged or dismissed while working :
18. Number of woman deprived of maternity benefit and/or medical bonus under proviso to sub-section (2) of section 12.
19. Number of cases in which payment was made on the order of the Competent Authority or Inspector.
20. Remarks :

N.B. :—Full particulars of each case and reason for the action taken under Serial 7, 10, 12, 14, 17 and 18 should be given in the Appendix below :—

Signature of employer

Date.....

**FORM M**

(See rule 15)

Details of payment made during the year ending 31st December, 1976.

Name of person to whom paid	amount paid
-----------------------------	-------------

1. Date of payment :—
2. Women employee :—
3. Nominee of the woman :—
4. Legal representative of the woman :—

(1)	(2)
5. Amount for the period preceding date of expected delivery :—	
6. Amount for the subsequent period :—	
7. Under section 8 of the Act :—	
8. Under section 9 of the Act :—	
9. Under section 10 of the Act :—	
10. Number of woman workers who absconded after receiving the first instalment of maternity benefit :—	
11. Cases where claims were contested in a court of law :—	
12. Results of such cases :—	
13. Remarks :—	

Signature of employer  
Date.....

FORM N  
(See rule 15)

Prosecution during the year ending 31st December, 19

Place of employment of the woman employee	Number of cases instituted	Cases which resulted in conviction	Remarks

For establishments

N.B.—Remarks for prosecutions should be given in full in the Appendix below.

Signature of employer  
Date.....197 .  
By order of the Administrator

No. ADM/LAW/961/32/76.—In exercise of the powers conferred by Section 14 of the Maternity Benefit Act, 1961 (No. 53 of 1961), the Administrator, Dadra and Nagar Haveli, hereby appoints the Mamlatdar, Dadra and Nagar Haveli, Silvassa as the Inspector for the purposes of the said Act within whole of the Union Territory of Dadra and Nagar Haveli.

By order of the Administrator

No. ADM/LAW/CLA.95(33)/76.—In exercise of the powers conferred by Sub-Section (1) of Section 28 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970), the Administrator, Dadra and Nagar Haveli, hereby appoints the Land Reform Officers, Dadra and Nagar Haveli, Silvassa as the Inspectors for the purposes of the said Act within whole of the Union Territory of Dadra and Nagar Haveli.

By order of the Administrator

No. ADM/LAW/CLA.95(34)/76.—In exercise of the powers conferred by Sub-clause (a) of Section 11 of the Contract Labour (Regulation and Abolition) Act, 1970 (No. 37 of 1970), the Administrator, Dadra and Nagar Haveli, hereby appoints the Mamlatdar, Dadra and Nagar Haveli, Silvassa as the Licensing Officer for the purpose of the said Act within whole of the Union Territory of Dadra and Nagar Haveli.

By order of the Administrator  
JANAK JUNEJA,  
Secretary to the Administrator,  
Dadra and Nagar Haveli, Silvassa.

No. ADM/LAW/CL(95)/35/76.—The following draft Rules which the Administrator, Union Territory of Dadra and Nagar Haveli proposes to make in exercise of the powers conferred by sub-section (1) of section 35 of the Contract Labour (Regulation and Abolition) Act, 1970 (No. 37 of 1970) are published as required by the said sub-section (1) of section 35 for the information of all persons likely to be affected thereby and notice is hereby given that said draft will be taken into consideration after one month from the date of publication in the Government of India Gazette.

Any objections or suggestions which may be received from any person with respect to the said draft rules within the period specified will be taken into consideration by the Administrator, Dadra and Nagar Haveli, Silvassa.

## CHAPTER I

1. Short title and commencement :—(1) These rules may be called the Contract Labour (Regulation and Abolition, Dadra and Nagar Haveli Rules, 1976).

(2) They shall come into force on the date of their publication in the official gazette.

2. Definitions :—In these rules, unless the subject or context otherwise requires—

(a) "Act" means the Contract Labour (Regulation and Abolition) Act, 1970.

(b) "Appellate Officer" means the Appellate Officer nominated by the Administrator under sub-section (1) of section 15;

(c) "Board" means the Dadra and Nagar Haveli Advisory Contract Labour board constituted under section 4;

(d) "Chairman" means the Chairman of the Board;

(e) "Committee" means a Committee constituted under sub-section (1) of section 5;

(f) "Form" means a form appended to these rules;

(g) "Section" means a section of the Act;

(h) Words and expressions used but not defined in these rules shall have the meanings assigned to them under the Act.

## CHAPTER II

### STATE BOARD

3. Constitution of the Board :—The Board shall consist of the following members :—

(a) A Chairman to be appointed by the Administrator.

(b) One person representing the Union Territory of Dadra and Nagar Haveli appointed by the Administrator from amongst its officials;

(c) four persons, representing the employers in the industry and the contractors to whom the Act applies, to be appointed by the Administrator, after consultation with such employers and contractors or their organisations, if any;

(d) four persons, representing the employees in the industry and employees of contractors to whom the Act applies, to be appointed by the Administrator after consultation with such organisation, if any, of employees representing the respective interests.

4. Terms of office :—(1) The Chairman of the Board shall hold office as such for a period of three years from the date on which his appointment is first notified in the official gazette.

(2) The member of the Board, referred to in clause (b) of rule 3 shall hold office as such during the pleasure of the Administrator.

(3) Each of the members of the Board referred to in clause (c) and (d) of rule 3 shall hold office as such for a period of three years commencing from the date on which his appointment is first notified in the official gazette.

Provided that where the successor of any such member has not been notified in the official gazette on or before the expiry of the said period of three years, such member shall, notwithstanding to expiry of the period of his office, continue to hold such office until the appointment of his successor has been notified in the official gazette.

(4) If a member is unable to attend a meeting of the Board, the Administrator of the Dadra and Nagar Haveli or the body which appointed or nominated him may, by notice in writing signed on its behalf and by such member and addressed to the Chairman of the said Board, nominate a substitute in his place to attend the meeting and such a substitute member shall have all the rights of a member in respect of that meeting and any decision taken at the meeting shall be binding on the said body.

5. Resignation :—A member of the Board, not being an ex-officio member, may resign his office by a letter in writing addressed to the Administrator and on such resignation being accepted by him, his office shall fall vacant on the date on which such resignation is accepted.

6. Cessation of membership :—If any member of the Board, not being an ex-official member, fails to attend three consecutive meetings of the Board, without obtaining the leave of the Chairman for such absence, he shall cease to be a member of the Board.

Provided that the Administrator may, if he is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings of the Board, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

7. Disqualification for membership :—(1) A person shall be disqualified for being appointed, and for being, a member of the Board :

- (i) if he is of unsound mind and stands so declared by a competent court; or
- (ii) if he is an undischARGE insolvent, or
- (iii) if he has been or is convicted of an offence which, in the opinion of the Administrator, involves moral turpitude.

(2) If a question arises as to whether a disqualification has been incurred under sub-rule (1), the Administrator shall decide the same.

8. Removal from membership :—The Administrator may remove from office any member of the Board, if in his opinion such a member has ceased to rest the interest which he purports to represent on the Board;

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making any representation against the proposed action.

9. Vacancy :—When a vacancy occurs or is likely to occur in the membership of the Board, the Chairman shall submit a report to the Administrator and on receipt of such report, the Administrator shall take steps to fill the vacancy by making any appointment from amongst the category of persons to whom a person vacating membership belonged and the persons so appointed shall hold office for the remainder of the term of office of the member in whose place he is appointed.

10. Staff :—(1) (i) The Administrator may appoint one of its officials as Secretary to the Board and appoint such other staff as he may think necessary to enable the Board to carry out its functions.

(ii) The salaries and allowances payable to the staff and the other conditions of service of such staff shall be such as may be decided by the Administrator.

#### (2) The Secretary—

- (i) shall assist the Chairman in convening meetings of the Board;
- (ii) may attend the meetings but shall not be entitled to vote at such meetings;
- (iii) shall keep a record of the minutes of such meetings; and

(iv) shall take necessary measures to carry out the decisions taken at the meetings of the Board.

11. Allowances of members : (1) The travelling allowance of an official member shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.

(2) The non-official members of the Board shall be paid travelling allowance for attending the meetings of the Board at such rates as are admissible to Grade I officers of the Central Government and daily allowance shall be calculated at the maximum rate admissible to Grade I officers of the Central Government.

12. Disposal of business :—Every question which the Board is required to take into consideration shall be considered at a meeting, or, if the Chairman so directs by sending the necessary papers to every member for opinion, and the question shall be disposed of in accordance with the decision of the majority.

Provided that in the case of equality of votes the Chairman shall have a second or a casting vote.

Explanation :—“Chairman” for the purposes of this Rule shall include the Chairman nominated under rule 13 to preside over a meeting.

13. Meeting :—(1) The Board shall meet at such places and times as may be specified by the Chairman.

(2) The Chairman shall preside over every meeting of the Board at which he is present and in his absence a member elected by those present at them meeting shall preside over such meeting.

14. Notice of meetings and list of business :—(1) Ordinarily seven days notice shall be given to the members of a proposed meetings.

(2) No business which is not on the list of business for a meeting shall be considered at that meeting without the permission of the Chairman.

15. Quorum :—No business shall be transacted at any meeting unless at least four members are present thereat.

Provided that if at any meeting less than four members are present, the Chairman may adjourn the meeting to another date informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

16. Committees of the Board :—(1) (i) The Board may constitute such Committees and for such purposes or purpose as it may think fit. (ii) While constituting the Committee the Board may nominate one of its members to be the Chairman of the Committee.

(2) The Committee shall meet at such times and places as the Chairman of the said committee may decide and the Committee shall observe such rules of procedure in regard to the transaction of business at its meeting as it may decide upon.

(3) The provisions of rule 11 shall apply to the members of the Committee for attending the meeting of the Committee as they apply to the members of the Board.

## CHAPTER III

### REGISTRATION AND LICENCING

17. Manner of making application for registration of establishment :—

(1) The application referred to in sub-section (1) of section 7 shall be made in triplicate in Form I, to the registering officer notified under section 6.

(2) The application referred to in sub-rule (1) shall be accompanied by a treasury receipt showing payment of the fees for the registration of the establishment.

(3) Every application referred to in sub-rule (1) shall be either personally delivered to the registering officer or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1), the registering officer shall, after noting thereon the date of receipt by him of the application, grant an acknowledgement to the applicant.

18. Grant of certificate of registration :—(1) The certificate of registration granted under sub-section (2) of section 7 shall be in Form II.

(2) The registering Officer shall maintain a register in Form III, showing the particulars of establishments in relation to which certificates of registration have been issued by him.

(3) If, in relation to an establishment, there is any change in the particulars specified in the certificate of registration, the principal employer of the establishment shall intimate to the registering officer within thirty days from the date when such change takes place, the particulars of, and the reasons for such change.

19. Circumstances in which application for registration may be rejected :—(1) If any application for registration is not complete in all respects, the registering officer shall require the principal employer to amend the application so as to make it complete in all respects;

(2) If the principal employer, on being required by the registering officer to amend his application for registration, omits or fails to do so, the registering officer shall reject the application for registration.

20. Amendment of certificate of registration :—(1) Where on receipt of the intimation under sub-rule (3) of rule 18, the registering officer is satisfied that an amount higher than the amount which has been paid by the principal employer as fees for the registration of the establishment is payable, he shall require such principal employer to deposit a sum which, together with the amount already paid by such principal employer, would be equal to such higher amount of fees payable for the registration of the establishment and to produce the treasury receipt showing such deposit.

(2) Where, on receipt of the intimation referred to in sub-rule (3) of rule 18, the registering officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in Form III, he shall amend the said register and record therein the change which has occurred :

Provided that no such amendment shall effect anything done or any action taken or any right obligation or liability acquired or incurred before such amendment :

Provided further that the registering officer shall not carry out any amendment in the register in Form III unless the appropriate fees have been deposited by the principal employer.

21. Application for a licence :—(1) Every application by a contractor for the grant of a licence shall be made in triplicate in Form IV, to the licensing officer notified under section 11.

(2) Every application for the grant of a licence shall be accompanied by a certificate by the principal employer in Form V to the effect that the applicant has been employed by him as a contractor in relation to his establishment and that he undertakes to be bound by all the provisions of the Act and the rule made thereunder in so far as the provisions are applicable to him as principal employer in respect of the employment of contract labour by, the applicant.

(3) Every such application shall be either personally delivered to the licensing officer or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1) the licensing officer shall, after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant;

(5) Every application referred to in sub-rule (1) shall also be accompanied by a treasury receipt showing,

(i) the deposit of the security at the rates specified in rule, 24, and

(ii) the payment of the fees at the rates specified in rule 26.

22. Matters to be taken into account in granting or refusing a licence :—In granting or refusing to grant a licence, the licensing officer shall take the following matters into account, namely :—

- (a) whether the applicant—
  - (i) is a minor, or
  - (ii) is of unsound mind and stands so declared by a competent court, or
  - (iii) is an undischarged insolvent, or
- (iv) has been convicted (at any time during a period of five years immediately preceding the date of application) of an offence which, in the opinion of the Administrator involves moral turpitude;
- (b) whether there is an order of the Administrator or an award of settlement for the abolition of contract labour in respect of the particular type of work in the establishment for which the applicant is a contractor;
- (c) whether any order has been made in respect of the applicant under sub-section (1) of section 14, and, if so, whether a period of three years has elapsed from the date of that order;
- (d) whether the fees for the application have been deposited at the rates specified in rule 26, and
- (e) whether the security has been deposited by the applicant at the rates specified in rule 24.

23. Grant or refusal of licence :—(1) On receipt of the application and as soon as possible thereafter, the licensing officer shall make such enquiry as he considers necessary to satisfy himself about the eligibility of the applicant for a licence and if he is satisfied about the eligibility, he shall grant the licence.

(2) (i) Where the licensing officer is of opinion that the licence should not be granted, he shall after affording reasonable opportunity to the applicant to be heard, make an order rejecting the application.

(ii) The order shall record the reasons for the refusal and shall be communicated to the applicant.

24. Security :—Before a licence is issued, an amount calculated at the rate of Rs. 30 for each of the workmen to be employed as contract labour, in respect of which the application for licence has been made, shall be deposited by the contractor for due performance of the conditions of the licence and compliance with the provisions of the Act and rules made thereunder.

Provided that where the contractor is a co-operative Society the amount deposited as security shall be at the rate of Rs. 5/- for each of the workmen to be employed as a contract labour.

25. Form and terms and conditions of licence :—Every licence granted under rule 23 shall be in Form VI.

26. Fees :—(1) The fees to be paid for the grant of a certificate of registration under section 7, shall be specified below, namely :—

If the number of workmen proposed to be employed on contract on any day—

(a) is 20	Rs. 20
(b) exceeds 20 but does not exceed 50	50
(c) exceeds 50 but does not exceed 100	100
(d) exceeds 100 but does not exceed 200	200
(e) exceeds 200 but does not exceed 400	400
(f) exceeds 400	500

(2) The fees to be paid for the grant of a licence under section 12, shall be as specified, below :—

If the number of workmen employed by the contractor on any day—

(a) is 20	Rs. 5.00
(b) exceeds 20 but does not exceed 50	12.50
(c) exceeds 50 but does not exceed 100	25.00
(d) exceeds 100 but does not exceed 200	50.00
(e) exceeds 200 but does not exceed 400	100.00
(f) exceeds 400	125.00

27. Validity of the licence :—Every licence granted under rule 25 or renewed under rule 29 shall remain in force for twelve months from the date it is granted or renewed.

28. Amendment of the licence :—(1) A licence issued under rule 23 or renewed under rule 29 may, for good and sufficient reasons, be amended by the licensing officer.

(2) The contractor who desires to have the licence amended shall submit to the licensing officer an application stating the nature of the amendment and reasons therefor.

(3) (i) If the licensing officer allows the application he shall require the applicant to furnish a treasury receipt for the amount, if any, by which the fees that would have been payable if the licence had been originally issued in the amended form exceeds the fees originally paid for the licence.

(ii) On the applicant furnishing the requisite treasury receipt the licence shall be amended according to the orders of the licensing officer.

(4) Where the application for amendment is refused, the licensing officer shall record the reasons for such refusal and communicate the same to the applicant.

29. Application for renewal of licence :—(1) Every contractor shall apply to the licensing officer for renewal of the licence.

(2) Every such application shall be in Form VII in triplicate and shall be made not less than thirty days before the date on which the licence expires, and if the application is so made, the licence shall be deemed to have been renewed until such date when the renewed licence is issued.

(3) The fees chargeable for renewal of the licence shall be the same as for the grant thereof.

Provided that if the application for renewal is not received within the time specified in sub-rule (2), a fee of 25 per cent in excess of the fee ordinarily payable for the licence shall be payable for such renewal.

Provided further that in case where the licensing officer is satisfied that the delay in submission of the application is due to unavoidable circumstances beyond the control of the contractor, he may reduce or remit as he thinks fit the payment of such excess fee.

30. Issue of duplicate certificate of registration or licence :—Where a certificate of registration or a licence granted or renewed under the preceding rules has been lost, defaced or accidentally destroyed, a duplicate may be granted on payment of fees of rupees five.

31. Refund of security :—(1) (i) On expiry of the period of licence the contractor may, if he does not intend to have his licence renewed, make an application to the licensing officer for the refund of the security deposited by him under rule 24.

(ii) If the licensing officer is satisfied that there is no breach of the conditions of licence or there is no order under section 14 of the Forfeiture of Security or any portion thereof, he shall direct the refund of the security to the applicant.

(2) If there is any order directing the forfeiture of any portion of the security, the amount to be forfeited shall be deducted from the security deposit, and balance, if any, refunded to the applicant.

(3) Any application for refund shall, as far as possible, be disposed of within 60 days of the receipt of the application.

32. Grant of temporary certificate of registration and licence :—(1) Where conditions arise in an establishment requiring the employment of contract labour immediately and such employment is estimated to last for not more than fifteen days, the Principal Employer of the establishment or the contractor, as the case may be, may apply for a temporary certificate of registration or licence to the registering officer or the licensing officer, as the case may be, having jurisdiction over the area in which the establishment is situated.

(2) The application for such temporary certificate of registration or licence shall be made in triplicate in Form VII and

X respectively and shall be accompanied by a treasury receipt or demand draft drawn in favour of the appropriate Registering or Licensing Officer as the case may be, showing the payment of appropriate fees and in the case of licence the appropriate amount of security also.

(3) On receipt of the application, complete in all respects, and on being satisfied either on affidavit by the applicant or otherwise that the work in respect of which the application has been made would be finished in a period of fifteen days and was of a nature which could not but be carried out immediately, the registering officer or the licensing officer, as the case may be, shall forthwith grant a certificate of registration in Form IX or a licence in Form XI as the case may be, for a period of not more than fifteen days.

(4) Where a certificate of registration or licence is not granted the reasons therefore shall be recorded by the registering officer of the licensing Officer, as the case may be.

(5) On the expiry of the validity of the registration certificate the establishment shall cease to employ in the establishment contract labour in respect of which the certificate was given.

(6) The fees to be paid for the grant of the certificate of registration under sub-rule (3) shall be as specified below:

If the number of workmen proposed to be employed on contract on any day—

(a) exceeds 20 but does not exceed 50	Rs. 10.00
(b) exceeds 50 but does not exceed 200	20.00
(c) exceeds 200	30.00

(7) The fees to be paid for the grant of a licence under sub-rule (3) shall be specified below:—

If the number of workmen to be employed by the contractor on any day—

(a) exceeds 20 but does not exceed 50	Rs. 5.00
(b) exceeds 50 but does not exceed 200	20.00
(c) exceeds 200	30.00

(8) The provision of rule 23 and rule 24 shall apply to the refusal to grant licence or to grant licence under sub-rule (4) and sub-rule (5) respectively.

## CHAPTER IV

### APPEALS AND PROCEDURE

33. Form of memorandum of appeal :—(1) Every appeal under sub-section (1) of section 15 shall be preferred in the form of a memorandum signed by the appellant or his authorised agent and presented to the Appellate Officer in person or sent to him by registered post.

(ii) The memorandum shall be accompanied by a certified copy of the order appealed from and a Treasury receipt of rupees 10.

(2) The memorandum shall set forth concisely and under district heads the grounds of appeal to the order appealed from.

34. Amendment of memorandum of appeal :—(1) Where the memorandum of appeal does not comply with the provisions of sub-rule (2) of rule 33, it may be rejected or returned to appellant for the purpose of being amended within the time to be fixed by the Appellate Officer.

(2) Where the Appellate Officer rejects the memorandum under sub-rule (1) he shall record the reason for such rejection, and communicate the order to the appellant.

(3) Where the memorandum of appeal is in order, the Appellate Officer shall admit the appeal, endorse thereon the date of presentation and shall register the appeal in a book to be kept for the purpose called the Register of Appeals.

(4) (i) When the appeal has been admitted, the Appellate Officer shall send the notice of the appeal to the Registering Officer or the Licensing Officer as the case may be from whose order the appeal has been preferred and the Registering Officer

or the Licensing Officer shall send the record of the case to the Appellate Officer.

(ii) On receipt of the record, the Appellate Officer shall send a notice to the appellant to appear before him at such date and time as may be specified in the notice for the hearing of the appeal.

35. Dismissal of appeal :—If on the date fixed for hearing the appellant does not appear, the Appellate officer may dismiss the appeal for default of appearance of the appellant.

36. Restoration of appeal :—(1) Where an appeal has been dismissed under rule 35 the appellant may apply to the Appellate officer for the readmission of the appeal, and where it is proved that he was prevented by any sufficient cause from appearing when the appeal was called on for hearing, the Appellate officer shall restore the appeal on its original number.

(2) Such an application shall, unless the Appellate officer extends the time for sufficient reason, be made within 30 days of the date of dismissal.

37. Judgment on appeal :—(1) If the appellant is present when the appeal is called on for hearing, the appellate officer shall proceed to hear the appellant or his authorised agent and any other persons summoned by him for his purpose, and pronounce judgement on the appeal, either confirming, reversing or varying the order appealed from.

(2) The judgment of the Appellate officer shall state the points for determination, the decisions thereon and the reasons for the decisions.

(3) The order shall be communicated to the appellant and copy thereof shall be sent to the registering officer or the licensing officer from whose order the appeal has been preferred.

38. Payment of Fees :—Unless otherwise provided in these rules all fees to be paid under these rules shall be paid in the local treasury under the head of account (XXXII—Misc. Social and Development Organisations Licence fees) and a receipt obtained which shall be submitted with the application or the memorandum of appeal as the case may be.

39. Copies :—Copy of the order of the Registering Officer, Licensing Officer or the Appellate Officer may be obtained on payment of fees of rupees two for each order on an application specifying the date and other particulars of the order, made to the officer concerned.

## CHAPTER V

### WELFARE AND HEALTH OF CONTRACT LABOUR

40. Welfare and health facilities :—(1) The facilities required to be provided under sections 18 and 19 of the Act, namely sufficient supply of wholesome drinking water, a sufficient number of latrines and urinals, washing facilities and first-aid-facilities shall be provided by the contractor in the case of the existing establishments within seven days of the commencement of these rules and in the case of new establishments within seven days of the commencement of the employment of contract labour therein.

(2) If any of the facility mentioned in sub-rule (1) is not provided by the contractor within the period prescribed the same shall be provided by the principal employer within seven days of the expiry of the period laid down in the said sub-rule.

41. Rest-rooms :—(1) In every place wherein contract labour is required to halt at night in connection with the working of the establishment to which the Act applies and in which employment of contract labour is likely to continue for 3 months or more, the contractor shall provide and maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming into force of the rules in the case of existing establishments, and within fifteen days of the commencement of the employment of contract labour in new establishments.

(2) If the amenity referred to in sub-rule (1) is not provided by the contractor within the period prescribed the principal employer shall provide the same within a period of fifteen

days of the expiry of the period laid down in the said sub-rule.

(3) Separate rooms shall be provided for women employees.

(4) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable nature or artificial lighting.

(5) The rest room or rooms or other suitable alternative accommodation shall be of such dimensions so as to provide at least floor area of 1.1 square metre for each person making use of the rest room.

(6) The rest-room or rooms or other suitable alternative accommodation shall be so constructed so as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface.

(7) The rest-room or other suitable alternative accommodation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

42. Canteen facilities :—(1) In every establishment to which the Act applies and wherein work-regarding the employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed, an adequate canteen facilities shall be provided by the contractor for the use of such contract labour within sixty days of the date of coming into force of the rules in the case of the existing establishment and within 60 days of the commencement of the employment of contract labour in the case of new establishments.

(2) If the contractor fails to provide the canteen facilities within the time laid down the same shall be provided by the principal employer within sixty days of the expiry of the time allowed to the contractor.

(3) The canteen shall be maintained by the contractor or principal employer, as the case may be, in an efficient manner.

43. Accommodation in canteen :—(1) The canteen shall consist of at least a dining hall, kitchen, store room, pantry and washing places separately for worker and for utensils.

(2) (i) The canteen shall be sufficient lighted at all times when any person has access to it.

(ii) The floor shall be made of smooth and impervious material and inside walls shall be lime washed or colour-washed at least once in each year.

Provided that the inside walls of the kitchen shall be lime-washed every four months.

(3) (i) The precincts of the canteen shall be maintained in a clean and sanitary condition.

(ii) Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance.

(iii) Suitable arrangements shall be made for the collection and disposal of garbage.

44. Accommodation in dining hall :—(1) The dining hall shall accommodate at a time at least 30 per cent of the contract labour working at a time.

(2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than one square metre per dinner to be accommodated as prescribed in sub-rule (1).

(3) (i) A portion of the dining hall and service counter shall be partitioned and reserved for women workers, in proportion to their number.

(ii) Washing places for women shall be separate and screened to secure privacy.

(4) Sufficient tables, stools, chairs or benches shall be available for the number of dinners to be accommodated as prescribed in sub-rule (1).

45. Equipment in canteen :—(1) (i) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen.

(ii) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition.

(2) (i) Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.

(ii) A service counter, if provided, shall have a top of smooth and impervious materials.

(iii) Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

46. Food stuffs to be served :—The food stuffs and other items to be served in the canteen shall be in conformity with the normal habits of the contract labour.

47. Prices to be displayed :—The charges for food stuffs, beverages and any other items served in the canteen shall be based on 'no profit, no-loss' and shall be conspicuously displayed in the canteen.

48. Canteen to run on no-profit no-loss basis :—In arriving at the prices of foodstuffs and other articles served in the canteen, the following items shall not be taken into consideration as expenditure, namely—

- (a) The rent for the building;
- (b) the depreciation and maintenance charges for the building and equipment provided for in the canteen;
- (c) the cost of purchase, repairs and replacement of equipments including furniture, crockery, cutlery and utensils;
- (d) the water charges and other charges incurred for lighting and ventilation;
- (e) the interest on the amounts spent on the provisions and maintenance of furniture and equipment provided for in the canteen.

49. Books of account and registers of the canteen :—The books of accounts and registers and other documents used in connection with the running of the canteen shall be produced on demand to an inspector.

50. Audit of the accounts of the canteen :—The accounts pertaining to the canteen shall be audited once every 12 months by registered accountants and auditors.

Provided that the Labour Commissioner may approve of any other person to audit the accounts, if he is satisfied that it is not feasible to appoint a registered accountant and auditor in view of the site or the location of the canteen.

51. Latrines :—Latrines shall be provided in every establishment coming within the scope of the Act on the following scale, namely,

(a) Where females are employed, there shall be at least one latrine for every 25 females;

(b) Where males are employed, there shall be at least one latrine for every 25 males;

Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for every 25 males or females as the case may be, upto the first 100, and one for every 50 thereafter.

52. Privacy in latrines :—Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

53. Notice to be displayed outside latrines and urinals :—

(1) Where workers of both sexes are employed there shall be displayed outside each block of latrine and urinal a notice in the language understood by the majority of the workers "For men only" or "For women only" as the case may be.

(2) The notice shall also bear the figure of a man or of a woman, as the case may be.

54. Urinals :—There shall be atleast one urinal for male workers upto 50 and one for female workers upto 50 employed at time :

Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every 50 males or females upto the first 500 and one for every 100 males or females of part thereof.

55. Latrines and urinals to be accessible :—(1) The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment.

(2) (i) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary conditions at all times.

(ii) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.

56. Water :—Water shall be provided by the means of tap or otherwise so also be conveniently accessible in or near the latrine and urinals.

57. Washing facilities :—(1) In every establishment coming within the scope of the Act, adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.

(2) Separate and adequate screening facilities shall be provided for the use of male and female workers.

(3) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

58. First aid boxes :—In every establishment coming within the scope of the Act, there shall be provided and maintained so as to be readily accessible during all working hours first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed.

59. The first aid box :—(1) The first-aid box shall be distinctively marked with a red cross on a white ground and shall contain the following equipment, namely :—

A. For establishments in which the number of contract labour employed does not exceed fifty.

Each first aid box shall contain the following equipment :—

- (i) 6 small sterilized dressings.
- (ii) 3 medium size sterilized dressings.
- (iii) 3 large size sterilized dressings.
- (iv) 3 large sterilized burn dressings.
- (v) 1 (30 ml.) bottle containing a two per cent alcoholic solution of iodine.
- (vi) 1 (30 ml.) bottle containing salvoletile having the dose and mode of administration indicated on the label.
- (vii) 1 snake-bite lancet.
- (viii) 1 (30 gms.) bottle of potassium permanganate crystals.
- (ix) 1 pair scissors.
- (x) 1 copy of the first aid leaflet issued by the Director General, Factory Advice Service and Labour Institute, Government of India.
- (xi) A bottle containing 100 tablets (each of 5 grains) of aspirin.
- (xii) Ointment for burns.
- (xiii) A bottle of suitable surgical antiseptic solution.

B. For establishments in which the number of contract labour exceeds fifty.

Each first-aid box shall contain the following equipments :—

- (i) 12 small sterilized dressings;
- (ii) 6 medium size sterilized dressings;
- (iii) 6 large size sterilized dressings;
- (iv) 6 large size sterilized burn dressings;
- (v) 6 (15 gms.) packets sterilized cotton wool;
- (vi) 1 (60 ml.) bottle containing two per cent alcoholic solution iodine;
- (vii) 1 (60 ml.) bottle containing salvoletile having the dose and mode of administration indicated on the label;
- (viii) 1 roll of adhesive plaster;
- (ix) A snake-bite lancet;
- (x) 1 (30 gms.) bottle of potassium permanganate crystals;
- (xi) 1 pair scissors;
- (xii) 1 copy of the first aid leaflet issued by the Director General Factory Advice Service and Labour Institute, Government of India;

(xiii) A bottle containing 100 tablets (each of 5 grains) of aspirin;

(xiv) Ointment of burns;

(xv) A bottle of a suitable surgical antiseptic solution.

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.

60. Contents of the first-aid-box :—Nothing except the prescribed contents shall be kept in the first-aid-box.

61. Charge of the first-aid-box :—The first-aid-box shall be kept in charge of a separate responsible person who shall always be readily available during the working hours of the establishment.

62. Trained persons to be in charge of first-aid box :—A person in charge of the first-aid-box shall be a person trained first in treatment, in establishments where the number of contract labour employed is 150 or more.

## CHAPTER VI

### WAGES

63. Fixing of Wage period :—The contractor shall fix wage periods in respect of which wages shall be payable.

64. Wage period not to exceed one months :—No wage period shall exceed one month.

65. The wages of every person employed at contract labour in an establishment or by a contractor where less than one thousand such persons are employed shall be paid before the expiry of the seventh day and in other cases before the expiry of tenth day after the last day of the wage period in respect of which the wages are payable.

66. Payment of wages to a worker on termination of his Employment :—Where employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.

67. Payments to be made on a working day :—All payments of wages shall be made on a working day at the work premises and during the working time and date notified in advance and in case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.

68. Wages to be paid directly to the worker :—Wages due to every worker shall be paid to him direct or to other person authorised by him in this behalf.

69. Currency of payment of wages.—All wages shall be paid in current coin or currency or in both.

70. Deductions from wages :—Wages shall be paid without any deductions of any kind except those specified by the Administrator by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (4 of 1936).

71. Notice :—A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy thereof shall be sent by the contractor to the Principal Employer under acknowledgement.

72. Presence of authorised representative of the principal employer :—The principal employer shall ensure the presence or his authorised representative at the place and time of disbursement of wages by the contractor to workmen. It shall be the duty of the contractor to ensure the disbursement of wages in the presence of such authorised representative.

73. Entries to be made in the register of wages :—The authorised representative of the principal employer shall record under his signature a certificate at the end of the entries in the Register of Wages or the Wages-cum-Muster Roll, as the case may be, in the following form :

"Certified that the amount shown in column No. \_\_\_\_\_ has been paid to the workman concerned in my presence on \_\_\_\_\_."

## CHAPTER VII

### REGISTERS AND RECORDS AND COLLECTION STATISTICS

74. Register of contractors :—Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form XII.

75. Register of persons employed :—Every contractor shall maintain in respect of each registered establishment where he employs contract labour a register in Form XIII.

76. Employment Card :—(1) Every contractor shall issue an employment card in Form XIV to each worker within three days of the employment of the worker.

(2) The card shall be maintained upto date, any changes in the particulars entered therein;

77. Service Certificate :—On termination of employment for any reason whatsoever the contractor shall issue to the workman whose services have been terminated a Service Certificate in Form XV.

78. Musterroll, Wages Registers, Deduction Register and Overtime Register :—(1) In respect of establishments which are governed by the Payment of Wages Act, 1936 (4 of 1936) and the rules made thereunder, or the Minimum Wages Act, 1948 (11 of 1948) and the rules made thereunder, the following registers and records required to be maintained by the contractor as employer under those Acts and the rules made thereunder shall be deemed to be registers and records to be maintained by the contractor under these rules :—

- (a) Muster Roll;
- (b) Register of Wages;
- (c) Register of Deductions;
- (d) Register of Overtime;
- (e) Register of Fines;
- (f) Register of Advances.

(2) In respect of establishments not covered under sub-rule (1) the following provisions shall apply, namely :—

(a) Every contractor shall maintain a Muster Roll Register and a Register of Wages in Form XVI and Form XVII respectively.

Provided that a combined muster-cum-Wages register in Form XVIII shall be maintained by the contractor where the wage period is a fortnight or less.

(b) Where the wages period is one week or more the contractor shall issue wage slips in Form XIX to the workers at least a day prior to the disbursement of wages.

(c) Signature or thumb-impression of every worker on the register of wages or wages-cum-muster roll as the case may be, shall be obtained and entries therein, shall be authenticated by the initials of the contractor or his representative and duly certified by the authorised representative of the Principal Employer as required by rule 73.

(d) The registers of deductions for damage or loss Register of fines and Register of Advances shall be maintained by every contractor in forms XX, XXI and XXII respectively.

(e) A Register of overtime shall be maintained by every contractor in Form XXIII to record therein number of hours and wages paid for overtime work, if any.

79. Display of abstract of the act and the rules :—Every contractor shall display an abstract of the Act and rules in English and Gujarati at some conspicuous and convenient place in the establishment or other place of employment and they shall be maintained in a clean and legible condition. The abstracts shall be in such form as may be approved by the Commissioner of Labour.

80. Place of registers and other records :—(1) All registers and other records required to be maintained under the Act and rules shall be maintained complete and up-to-date, and, unless otherwise provided for shall be kept at an office or the nearest convenient building within the precincts of the work-place or at a place within a radius of three kilometres.

(2) Such registers shall be maintained legibly in English or Gujarati.

(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.

(4) All the registers records and notices maintained under the Act or rules shall be produced on demand before the Inspector or any other authority under the Act or any persons authorised in that behalf by the Administrator.

(5) Where no deduction or fine has been imposed or no overtime has been worked during any wage period, a 'nil' entry shall be made across the body of the register at the end of the wage period indicating also in precise terms the wage period to which the 'nil' entry relates, in the respective registers maintained in Forms XX, XXI and XXIII respectively.

81. Notices :—(1)(i) Notices showing the rates of wages, hours of work, wage periods, dates of payment of wages, name and addresses of the Inspectors having jurisdiction and date of payment of unpaid wages, shall be displayed in English and in Gujarati and in conspicuous places at the establishment and the work site by the principal employer or the contractor, as the case may be.

(ii) The notices shall be correctly maintained in a clean and legible condition.

(2) A copy of the notice shall be sent to the Inspector and whenever any changes occur the same shall be communicated to him forthwith.

82. Return :—(1) Every contractor shall send half yearly return in Form XXIV (in duplicate) so as to reach the Licensing Officer not later than 30 days from the close of the half year.

Note :—Half year for the purpose of this rule means "a period of six months commencing from the 1st January and 2nd July of every year."

(2) Every principal employer of a registered establishment shall send annually a return in Form XXV (in duplicate) so as to reach the Registering Officer not later than the 15th February following the end of the year to which it relates.

83. Collection of any information :—(1) The Board, Committee, the Labour Commissioner or the Inspector of any other authority under the Act shall have powers to call for any information or statistics in relating to contract labour from any contractor or principal employer at any time by an order in writing.

(2) Any person called upon to furnish the information under sub-rule (1) shall be legally bound to do so.

#### FORM I

[See Rule 17-(1)]

Application for Registration of Establishments Employing Contract Labour.

1. Name and location of the Establishment.
2. Postal address of the Establishment.
3. Type of business, trade, industry, manufacture or occupation carried on in the establishment.
4. Full name and address of the Principal Employer (furnish father's name in the case of individuals).
5. Full name and address of the Manager, or person responsible for the supervision and control of the establishment.

#### FORM III

[See rule 18(2)]

Register of Establishments

Sr. No.	Registration No. & date	Names & address of the principal establish- ment registered	Name of the business and his registered address	Type of trade, industry and occupa- tion which is carried on in the establis- hment	Total No. of work- men direct- ly emp- loyed	Particulars of Contractor and contract labour				
						Name & address of contrac- tor	Nature of work in which con- tract labour is employed is to be employed	Maximum No. of contract Labour to be employed	Probable duration of employ- ment of contract labour	Remarks
1	2	3	4	5	6	7	8	9	10	11

#### 6. Particular of contractors and contract labour :—

Name and addresses of the contractors	Nature of work in which contract labour is employed or is to be employed	Maximum number of labour to be employed on any day	Estimated date of termination of employment through each contractor
1	2	3	4

#### 7. Particulars of treasury receipt enclosed

(Name of the Treasury, Amount and Date).

I hereby declare that the particulars given above are true to best of my knowledge and belief.

Principal Employer  
Seal and Stamp.

Office of the Registering Officer.

Date of receipt of application.

Signature of Registering Officer.

#### FORM II

[See Rule 18(1)]

#### Certificate of Registration.

No.

Union Territory of Dadra and Nagar Haveli

Office of the Registering Officer

A certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder, to

Nature of work carried on in the Establishment	Names and addresses of the contractors	Nature of work in which contract labour is employed or is to be employed	Maximum number of labour to be employed on any day	Other particulars relevant to the employment of contract labour
1	2	3	4	5

Officer with seal.

Signature of Registering Officer

## FORM IV

[See Rule 21(1)]

## Application for Licence

1. Name and address of the contractor (including his father's name in case of individuals).

2. Date of birth and age (in case of individuals).

3. Particulars of Establishment where Contract Labour is to be employed :—

(a) Name and address of the Establishment :

(b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment :

(c) Number and date of Certificate of Registration of the Establishment under the Act :

(d) Name and address of the Principal Employer :

4. Particulars of contract labour :—

(a) Nature of work in which contract labour is employed or is to be employed in the establishment :

(b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending).

(c) Name and address of the Agent or Manager of Contractor at the work-site.

(d) Maximum No. of contract labour proposed to be employed in the establishment on any date :

5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.

6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.

7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, Establishment and nature of work.

8. Whether a certificate by the Principal Employer in Form V is enclosed.

9. Amount of licence fee paid No. of Treasury Challan and date.

10. Amount of security deposit Treasury Receipt No. and date.

Declaration :—I hereby declare that the details given above are correct to the best of my knowledge and belief.

Signature of the applicant  
(Contractor)

Place :

Date :

Note :—The application should be accompanied by a Treasury Receipt for the appropriate amount and a certificate in Form V from the Principal Employer.

(To be filled in the office of the Licensing Officer Date of receipt of the application with challan for fees/security Deposit.

Signature of the Licensing Officer.

## FORM V

[See Rule 21(2)]

## Form of Certificate by Principal Employer.

Certified that I have engaged the applicant as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour (Regulation and Abolition) (Gujarat) Rules, 1972, in respect of the employment of contract labour by the applicant in my establishment.

Place :

Date :

Signature of Principal Employer.  
Name and address of Establishment.

## FORM VI

(See Rule 25)

Administration of Dadra and Nagar Haveli,  
Office of Licensing Officer Silvassa.

Licence No.

Dated

Fee paid Rs. Security Deposit  
paid Rs.

## Licence

Licence is hereby granted to \_\_\_\_\_ under section, 12(2) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the conditions specified in Annexure.

The licence shall remain in force \_\_\_\_\_  
till \_\_\_\_\_

Date

Signature and seal of the Licensing Officer  
Renewal (See rule 29)

Date of Renewal

Fee paid  
for renewal

Date of Expiry

1

2

3

Signature and Seal of the  
Licensing Officer  
Date :

## ANNEXURE

The licence is subject to the following conditions :—

1. The licence shall be non-transferable.
2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed.....
3. Except as provided in the rules the fees paid for the grant or as the case may be, for renewal of the licence shall be non-refundable.
4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.

5. In cases where the workmen employed by the contractor perform the same kind of work as the workmen directly employed by the principal employer of the establishment, the wage rate, holidays hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work :

Provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner whose decision shall be final.

6. In other cases the wages rates, holidays, hour of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Labour Commissioner.

7. In every establishment where 20 or more women are ordinarily employed as contract labour there shall be provided 2 rooms of reasonable dimensions for the use of their children under the age of six years. One of such rooms would be used as a play room for the children and the other as bed room for the children. For this purpose the contract shall supply adequate number of toys and games in the play room and sufficient number of cots and beddings in the sleeping room. The standard of construction and maintenance of the creches may be such as may be specified in this behalf by the Labour Commissioner.

8. The licence shall notify any change in the number of workmen or the conditions of work to the Licensing Officer.

**FORM VII**

[See Rule 29(2)]

## Application for Renewal of Licence

1. Name and address of the contractor.
2. Number and date of the licence.
3. Date of the expiry of the previous licence.
4. Whether the licence of the contractor was suspended/revoked.
5. Number and date of the treasury receipt enclosed.

Place :

Date :

Signature of the Applicant.

(To be filled in office of the Licensing Officer)

Date of receipt of the application with Treasury Receipt.  
No. and date.

Signature of the Licensing Officer

**FORM VIII**

[See Rule 32(2)]

## Application for Temporary Registration of Establishments Employing Contract Labour.

1. Name and location of the Establishment.
2. Postal address of the Establishment.
3. Full name and address of the Principal Employer (furnish father's name in the case of individuals.)
4. Full name and address of the Manager or person responsible for the supervision and control of the establishment.
5. Nature of work carried on in the establishment.
6. Particulars of contract labour.
  - A. Nature of work in which contract labour is to be employed and reasons for urgency.
  - B. Maximum number of contract labour to be employed on any day.
  - C. Estimated date of termination of employment of contract labour.
7. Particulars of treasury Receipt or the crossed postal order enclosed.

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer Seal and Stamp.

Time and date of receipt of application with Treasury Receipt or the crossed Postal order.

Office of the Registering Officer

**FORM IX**

[See Rule 32(3)]

## Date of Expiry

## TEMPORARY CERTIFICATE OF REGISTRATION

No.....Date.....

GOVERNMENT OF GUJARAT

Office of the Licensing Officer

A Temporary Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970, and the rules made thereunder, to

Valid from \_\_\_\_\_ to \_\_\_\_\_

1. Nature of work carried on in the establishment.
2. Nature of work in which contract labour to be employed.
3. Maximum number of contract labour to be employed on any day.
4. Other particulars relevant to the employment of contract labour.

Signature of Registering Officer,  
with Seal.**FORM X**

[See Rule 32(2)]

## Application for Temporary Licence

1. Name and address of the contractor (including his father's name in case of individuals) :
2. Date of birth and age (in case of individuals) :
3. Particulars of Establishment where contract labour is to be employed :—
  - (a) Name and address of the Establishment.
  - (b) Type of business, trade, industry, manufacture or occupation which is carried on in the establishment.
  - (c) Name and address of the Principal Employer :
4. Particulars of contract labour—
  - (a) Nature of work in which contract labour is to be employed in the establishment.
  - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending).
  - (c) Name and address of the Agent or Manager of Contractor at the work-site.
  - (d) Maximum number of contract labour proposed to be employed in the establishment on any day.
5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.

6. Whether there was any order against the contractor revoking or suspending licensing or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.

7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, Establishments and nature of work.

8. Amount of licence fee paid No. of Treasury challan or the crossed postal order and date.

9. Amount of security deposit—Treasury receipt or crossed postal order No. and date.

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place :

Date :

Signature of the Applicant.  
(Contractor)

(To be filled in the office of the Licensing Officer)

Date of receipt of the application with challan of fees/security deposit.

Signature of the Licensing Officer

**FORM XI**

[See Rule 32(3)]

Government of U.T. DNH

Office of Licensing Officer

Licence No.

Date

Fee paid Rs.

Signature of the Licensing Officer

Temporary Licence

Expires on \_\_\_\_\_

Licence is hereby granted to \_\_\_\_\_ under section 12(2) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the condition specified in Annexure.

The licence shall remain in force till \_\_\_\_\_

Signature and Seal of the Licensing Officer.

Date :

## ANNEXURE

The Licence is subject to the following conditions :--

1. The licence shall be non-transferable.
2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed.....
3. Except as provided in the rule the fees paid for the grant of the licence shall be non-refundable.
4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the rates have been fixed by agreement, settlement on award, not less than the rates fixed.

5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wages rates, holidays, hours of work and other conditions of service of the workmen shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work :

Provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner whose decisions shall be final.

6. In other cases the wage rate, holidays, hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Labour Commissioner.

FORM XIII

(See Rule 74)

### **Register of particulars of Contractors**

1. Name and address of the Principal Employer.....
2. Name and address of the establishment.....

Sr. No.	Name and address of contractor	Nature of work on contract	Location of con- tract work	Period of contract		Maximum No. of workmen employed by contract
				From	To	
1	2	3	4	5	6	7

FORM XIII

(See Rule 75)

**Register of Workmen employed by Contractor**

Name and address of Contractor..... Name and address of establishment in/under which contract is

carried on.....  
Principal Employer.....

Name and address of Principal Employer.....

Nature and location of work..... Name and address of Principal Employer .....

Sr. No.	Name and surname of workman	Age and sex	Father/ Husband's name	Nature of Employment of Designation	Permanent address of workman (Village & Tehsil/ Taluka & District)	Present address	Date of Commencement of employment	Signature or thumb impression of workman	Date of termination of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**FORM XIV**  
 (See Rule 76)  
**Employment Card**

Name and address of Contractor..... Name and address of establishment in/under which contract  
 Name of work and location of work..... is carried on.....  
 Name and address of Principal Employer .....

Name of the workman	Sr. No. in the Register of workman employed	Nature of employment/designation	Wage rate (with particulars of unit, in case of piece-work)	Wage period	Tenure of employment	Remarks	Signature of contractor
1	2	3	4	5	6	7	8

**FORM XV**  
 (See Rule 77)  
**Service Certificate**

Name and address of Contractor..... Name and address of establishment in/under which contract  
 is carried on.....  
 Nature and location of work..... Name and address of Principal Employer .....

Name and address of the workman.....  
 Age or Date of Birth.....  
 Identification Marks.....  
 Father's/Husband's name.....

Sr. No.	Total period for which employed		Nature of work due	Rate of wage (with particulars of unit in case of piece-work)	Remarks
	From	To			
1	2	3	4	5	6

**FORM XVI**  
 [See Rule 78(2)(a)]  
**Muster Roll**

Name and address of Contractor..... Name and address of establishment in/under which contract  
 is carried on.....  
 Nature and location of work..... Name and address of Principal Employer.....  
 For the month of.....

Sr. No.	Name of workman	Father's/Husband's name	Sex	Date					Remarks
				1	2	3	4	5	
1	2	3	4	5	6				

**FORM XVII**

[See Rule 78 (2) (a)]

### Register of Wages

Name and address of Contractor..... Name and address of establishment in/under which contract

Nature and location of work..... Name and address of Principal Employer.....  
Wage period : Monthly.

Sr. No.	Name of workman	Sr. No. in the Register of Workmen	Designation/ nature of work done	No. of days worked	Units of work done	Daily rate of wages/ piece Rate
1	2	3	4	5	6	7

Amount of wages earned				Cash total	Deductions if any (indicate nature)	Net amount paid	Signature/thumb impression of workman	Initials of contractor or his representative
Basic Wage	Dearness allowance	Overtime	Other payments (nature of payment to be indicated)					
8	9	10	11	12	13	14	15	16

## FORM XVIII

[See Rule 78(2) (a) ]

**Form of Register of Wages-cum-Muster Roll**

Name and address of Contractor..... Name and address of establishment in/under which contract

Nature and location of work..... is carried on..... Name and address of Principal Employer.....

Wago period : Weekly from \_\_\_\_\_ to \_\_\_\_\_

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Sr. No.	S. No. in Register of workman	Name of workman	Designation/ nature of work	Daily attendance/units worked			Total atten- dance/units of work done	Daily rate of wages/piece rate	
				1	2	3	4	5	6
1	2	3	4				5	6	7

Amount of wages earned				Total	Deduction if any (indicate nature)	Net amount paid	Signature/thumb impression of workman	Initials of Contractor or his representative
Basic wages	Dearness allowance	Overtime	Other (Cash payments (Nature of payment to be indicated)					
8	9	10	11	12	13	14	15	16

## FORM XIX

[See Rule 78 (2) (b) ]

## Wages Slip

Name and address of Contractor..... For the Week/Fortnight/Month ending.....

Father's/Husband's name.....

Name of the workman.....

Nature and location of work.....

No. of days worked	No. of units worked in case of piece-rate workers	Rate of daily wages piece rate	Amount of overtime wages	Gross wages payable	Deductions if any	Net amount of wages paid
1	2	3	4	5	6	7

Initials of the Contractor or his representative

## FORM XX

[See Rule 78(2) (d) ]

## Register of Deduction for Damage or Loss

Name and address of Contractor..... Name and address of establishment in/under which contract is carried on.....

Nature and location of work..... Name and address of Principal Employer.....

Sr. No.	Name of workman	Father's/ Husband's name	Designation/ Nature of employment	Particulars of damage/ loss	Date of damage or loss	Whether workman showed cause against deduction	Name of person in whose presence workman's explanation was heard	Amount of deduction imposed	No. of instalments	Date of recovery	Remarks	
										First instalment		
1	2	3	4	5	6	7	8	9	10	11	12	13

## FORM XXI

[See Rule 78 (2) (d) ]

## Register of Fines

Name and address of Contractor..... Name and address of establishment in/under which contract is carried on.....

Nature and location of work..... Name and address of Principal Employer.....

Sr. No.	Name of workman	Father's/ Husband's name	Designation/ Nature of employment for which fine imposed	Act/Omission for which fine imposed	Date of offence	Whether workman showed cause against fine	Name of person in whose presence workman's explanation was heard	Wage periods and fine payable	Amount of fine imposed	Date on which fined	Remarks	
										1		
1	2	3	4	5	6	7	8	9	10	11	12	

## FORM XXII

[See Rule 78 (2) (d)]

## Register of Advances

Name and address of Contractor..... Name and address of establishment in/under which contract is carried on.....  
 Nature and location of work..... Name and address of Principal Employer.....

Sr. No.	Name	Father's name or Husband's name	Nature of em- ployment Designa- tion	Wages period and wages payable	Date and amount of advance given	Purchase(s) for which advance made	No. of instal- ments by which advance to be repaid	Date & amount of each instal- ment repaid	Date on which last instal- ment paid	Remarks
1	2	3	4	5	6	7	8	9	10	11

## FORM XXIII

[See Rule 78(2)(e)]

## Register of Overtime

Name and address of Contractor..... Name and address of establishment in/under which contract is carried on.....  
 Nature and location of work..... Name and address of Principal Employer .....

Sr. No.	Name of work- man	Father's/ Husband's name	Designa- tion/ nature of em- ployment	Date on which overtime worked	Total overtime worked or production in case of piece-rated	Normal rate of wages	Overtime rate of wages	Overtime earnings	Date on which overtime payment made	Remark
1	2	3	4	5	6	7	8	9	10	11

## FORM XXIV

[See Rule 82(i)]

Return to be sent by the Contractor to Licensing Officer Half year ending

1. Name and address of the Contractor.
2. Name and address of the establishment.
3. Name and address of the Principal Employer.
4. Duration of Contractor From..... To.....
5. Number of days during the half year on which
  - (a) the establishment of the principal employer has worked.....
  - (b) the contractor's establishment had worked.....
6. Maximum number of contract labour employed on any day during the half year.

Men.....  
 Women.....  
 Children.....  
 Total.....

7. (i) Daily hours of work and spread over—
- (ii) (a) Whether weekly holiday observed and on what day—
- (b) If so, whether it was paid for—

(iii) No. of man hours of overtime worked—

8. Number of mandays worked by  
 Men.....  
 Women.....  
 Children.....  
 Total.....

9. Amount of wages paid  
 Men.....  
 Women.....  
 Children.....  
 Total.....

10. Amount of deduction from wages, if any :—  
 Men.....  
 Women.....  
 Children.....  
 Total.....

11. Whether the following has been provided.  
 (i) Canteen.  
 (ii) Rest Rooms.  
 (iii) Drinking Water.  
 (iv) Crèches.  
 (v) First aid, (if the answer is "Yes" state briefly standard provided).

Place :  
 Date :

Signature of the Contractor.

## FORM XXV

[See rule 82(2)]

Annual Return of Principal Employer to be send to the Registering Officer.

Year ending 31st December.

(1) Full name and Address of the Principal Employer :  
 (2) Name of establishment  
     (a) District  
     (b) Postal address  
     (c) Nature of operations/industry/work carried on.  
 (3) Full name of the Manager or person responsible for supervision and control of the establishment;  
 (4) Number of contractors who worked in the establishment during the year (give details in Annexure).  
 (5) Nature of work/operations on which contract labour was employed :

(6) Total number of days during the year on which contract labour was employed.  
 (7) Total number of man-days worked by contract labour during the year.  
 (8) Maximum number of workmen employed directly on any day during the year.  
 (9) Total number of days during the year on which direct labour was employed.  
 (10) Total number of man-days worked by directly employed workmen :  
 (11) Charge, if any, in the management of establishment, its locations, or any other particulars furnished to the Registering Officer in the application for the Registration indicating also the dates.

Place :  
Date :

Principal Employer.

## ANNEXURE TO FORM

Name and address of the contractor	Period of contract from	Period of contract to	Nature of work	Maximum No. of workers employed by each contractor	Number of days worked	Number of mandays worked
1	2	3	4	5	6	7

Place : SILVASSA.

Dated : 1st December, 1976.

By order of the Administrator.

JANAK JUNEJA,  
Secretary to the Administrator,  
Dadra and Nagar Haveli,  
SILVASSA.

